Medi-Cal Web Site
Quick Start Guide

Medi-Cal Home - Microsoft Internet Explorer

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Address http://www.medi-cal.ca.gov

California Home   Thursday, January 9, 2003

Welcome to **California**   HOLLYWOOD

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MEDI-CAL WEB SITE

Welcome to the Medi-Cal Web site. This site provides access to provider bulletins, manuals, regulations and forms for enrolling in the Medi-Cal program. A variety of transactions can also be performed through this site including: Recipient Eligibility, CMC Uploads, Checkwrite Information and much more.

search
○ My CA
Publications

System Status Alert!

There has been a change to the system status of the Medi-Cal Web site. To view details ▶ Click Here.

What's New

We are continually striving to improve this site and offer new services and information. Please check back here often for updates and information on new features!

- **Draft HIPAA ASC X12 Technical Specifications** Medi-Cal has created draft technical specifications for the HIPAA mandated ASC X12N 837 Professional and Institutional Claim and the ASC X12N 835 Remittance/Payment Advice ▶ more...
- **HIPAA ASC X12 Claims and Remittance Implementation Schedule** This update announces the third a series of HIPAA Compliance implementations for California Medi-Cal. ▶ more...
- **2002 Budget Act: Reimbursement Rate Reduction** As a result of State Budget Trailer, AB 442, reimbursement rates for drugs and medical supplies will be reduced. For more information, refer to the *Updated Information*, "2002 Budget Act Reimbursement Rate Reduction: Drugs, Medical Supplies and Incontinence Supplies Affected." ▶ view...
- **Cancer Detection Programs: Every Woman Counts** Effective October 1, 2002, the Breast Cancer Early Detection Program (BCEDP) and the Breast and Cervical Cancer Control Program (BCCCP) became known as "Cancer Detection Programs: Every Woman Counts." ▶ more...

Internet

Table of Contents

Introduction

This quick start guide will familiarize you with the Medi-Cal Web site so you can begin using the products and services in your day-to-day operations. Topics covered in this guide include:

- Accessing the Medi-Cal Web site
- Using transaction services
- Downloading free Web tools with the Web Tool Box
- Understanding Web security

Accessing the Medi-Cal Web Site

To access the Medi-Cal Web site, you will need a computer with the monitor screen resolution set to 1024 x 768 dots per inch (DPI) and a Web browser.

Recommended browsers include the latest versions of Microsoft® Internet Explorer or Netscape® Navigator, both of which can be downloaded from the World Wide Web for free. Refer to the "Downloading Free Web Tools with the Web Tool box" section for links to browser download sites.

Configuring a Web Browser

After downloading a browser, ensure that your browser interprets JavaScript and accepts cookies. Please see below for setup instructions. This step is completed differently for Microsoft® Internet Explorer and Netscape® Navigator.

Microsoft® Internet Explorer (Version 6.0)

a) Choose *"Tools"* from the menu bar at the top.

b) Click on "Internet Options" under the *"Tools"* menu. The "Internet Options" dialog box displays.

c) Click on the "Advanced" tab in the "Internet Options" box. The "Advanced" screen displays.

d) In the "Advanced" screen, scroll to "Java JIT compiler enabled" then click in the box. A check displays in the box.

e) When a check displays in the box, click on the "OK" button. The settings are recorded by the browser.

Accessing the Medi-Cal Web Site *(continued)*

Netscape® Navigator (Version 7.0)

    a.   Choose "Edit" from the menu bar at the top. The "Edit" menu displays.

    b.   In the "Edit" menu, click on "Preferences." The "Preferences" window displays.

    c.   In the "Category" box of the "Preferences" window, click on the "Advanced" category. The "Advanced" screen displays to the right of the "Category" box.

    d.   In the "Advanced" screen, click in the boxes that say "Enable Java," "Enable JavaScript" and "Accept all cookies." A check displays in each box.

    e.   When done, click the "OK" button. The browser window displays.

To access the Medi-Cal Web site, type in the following address in the address box of your browser: **www.medi-cal.ca.gov**. The Medi-Cal homepage displays. Clicking on the links on the homepage enables you to use products and services on the Web site.

Accessing the Medi-Cal Web Site *(continued)*

Products and Services on the Medi-Cal Web Site

- **Transaction Services**
  - Automated Provider Services
  - Automated Remittance Data Services (ARDS)
  - Breast and Cervical Cancer Treatment Program (BCCTP) Enrollment
  - California Children's Services (CCS) and Genetically Handicapped Person Program (GHPP) Downloads
  - Computer Media Claims (CMC) Upload and Inquiry
  - County Mental Health (CMH)
  - County Organized Health Systems (COHS) Downloads
  - Family PACT
  - Managed Care Plan Uploads and Downloads
  - Medicare Drug Pricing
  - Medi-Services
  - National Council for Prescription Drug Programs (NCPDP) Response File Downloads
  - Public Downloads
  - Real Time Internet Pharmacy (RTIP)
  - Recipient Eligibility
  - Service Bureau Uploads
  - Share of Cost

- **Publications**
  - Medi-Cal Update Bulletins
  - Provider Manuals
  - Suspended and Ineligible List
  - HIPAA Update
  - Contract Drug List
  - Family PACT Provider Manual
  - **Cancer Detection Guide**
  - CERTS User Guide
  - POS User Guide

- **Publications** *(continued)*
  - AEVS User Guide
  - Technical Publications
  - Provider Enrollment
  - Wage Pass-Through

- **Provider Relations Organization**
  - Frequently Asked Questions
  - HIPAA Update
  - Medi-Cal Provider Publications
  - Medi-Cal Forms
  - Call Centers
  - Medi-Cal Training Seminars
  - Correspondence Specialist Unit
  - Small Provider Billing Unit
  - Out-of-State Unit
  - Cash Control Unit
  - General Correspondence Unit
  - Print and Distribution Center

- **Other Sites**
  - Medi-Cal Rates
  - Breast and Cervical Cancer Treatment Program (BCCTP) Update
  - Drug Use Review

- **System Status**

- **Related Sites**

- **Web Tool Box**

- **Site Map**

- **Site Help**

Using Transaction Services

To use the transaction services, providers must log on with a valid provider number and PIN.

Completing the Login Screen

If you click on the Transaction Services or Login link, the *Login Center for Transaction Services* page displays.

Completing the Login screen for *Transaction Services* involves the following steps:

1. Enter a user ID:

Medi-Cal Providers:	Nine-digit Medi-Cal Provider Number
Intermediaries:	Provider Number assigned by the Fiscal Intermediary
Submitters:	3-digit Submitter ID, prefixed by "CMCSUB"
Labelers or Manufacturers:	User ID assigned by Medi-Cal

Using Transaction Services *(continued)*

2. Enter a password:

Medi-Cal Providers:	Seven-digit Medi-Cal Provider PIN
Intermediaries:	Eight-digit password
Submitters:	Submitter password
Labelers or Manufacturers:	Eight-digit password

Note: Your password will display as asterisks to ensure confidentiality.

3. Click on the "Submit" button.

Your user ID and password are authenticated by the system. The *Transaction Services* page displays, listing services available based on your user ID and password.

Note: If information is entered incorrectly, a message displays. If you feel that you have not made an error after two or three attempts, please call the POS/Internet Help Desk at 1-800-427-1295.

Transaction Services Menu

Each provider's *Transaction Services* page is specific to your user ID and password. The following buttons are available for all users:

- Login
- Exit

Using Transaction Services *(continued)*

In addition, these services may display based on your user ID and password:

- Automated Provider Services
- Automated Remittance Data Services (ARDS)
- Breast and Cervical Cancer Treatment Program (BCCTP) Enrollment
- California Children's Services (CCS) and Genetically Handicapped Person Program (GHPP) Downloads
- Child Health and Disability Prevention (CHDP) Downloads
- Computer Media Claims (CMC) Upload and Inquiry
- County Mental Health (CMH)
- County Organized Health Systems (COHS) Downloads
- Drug Rebate
- Family Planning, Access, Care and Treatment (FPACT)
- Managed Care Plan Uploads and Downloads
- Medicare Drug Pricing
- Medi-Services
- National Council for Prescription Drug Programs (NCPDP) Response File Downloads
- Public Downloads
- Real Time Internet Pharmacy (RTIP)
- Recipient Eligibility
- Service Bureau Uploads
- Share of Cost

Choose the transaction you would like to perform by clicking on the text link provided, then proceed by entering the required data to perform the transaction.

Use any Unzip software utility to download compressed files from the Medi-Cal Web site. Compressed files are identified by a ".zip" file extension. You can access a copy of Unzip software from the Web Tool Box link.

Downloading Free Web Tools with the Web Tool Box

The Web Tool Box contains links to all the software needed to put the Medi-Cal Web site to work for you.

- **Free Browser Downloads**
  To use the Medi-Cal Web site's full capability, download the latest version of a Web browser.

- **Document Viewers**

  – MS Word 97 Viewer/Converter - views files with a file extension of ".doc"

  – MS Excel Viewer - views files with a file extension of ".xls"

  – Adobe PDF Reader - views files with a file extension of ".pdf." Portable Document Format (PDF) can be easily printed from your browser window

  – Adobe Acrobat Access for the Visually Impaired - uses technology that reads the web page aloud for the visually impaired

- **Zip/UnZip utility**
  Zip software compresses files and Unzip software decompresses files. Any file downloaded with an extension of ".zip" must be decompressed with the Unzip software.

Downloading Free Web Tools with the Web Tool Box *(continued)*

Getting to the Web Tool Box is easy. At the Medi-Cal Web site, click on the Web Tool Box link. The *Web Tool Box* page displays.

Downloading Free Web Tools with the Web Tool Box *(continued)*

To access the download sites for these tools, move your cursor over the text or images provided and click anywhere your cursor turns into a hand. You are then navigated to the Web page of the software manufacturer, where the tools may be downloaded for free.

Before downloading these free tools, you should create a new folder in one of your computer's hard drives (c:/new files, for example). The downloaded software remains on your computer until you decide to delete it.

Some software is available as an executable file, using the file extension .exe (for example, acrobat.exe). After downloading, double click on the file name "acrobat.exe" and follow the setup instructions provided.

Understanding Web Security

To ensure that all customer data transmitted over the Web remains confidential, the Department of Health Services (DHS) has instituted powerful electronic security measures using industry-standard encryption technology, such as:

- Authentication: Requiring users to enter a valid provider number and PIN.
- Secure Socket Layer (SSL) technology: Ensuring online, two-way encryption of data.

Most browsers display an icon such as a key or a lock to represent an encrypted mode or session. A broken key or an open lock indicates that the session or mode is not encrypted. (Although a broken key or open lock might appear before an encrypted page loads, the session is still encrypted if a key or a lock is present after the page loads.)